



THE ASSISTANT SECRETARY OF THE NAVY
(Research, Development and Acquisition)
WASHINGTON, D.C. 20350-1000

NOV 16 2007

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Amplification of Policy for DON Systems Engineering Plan (SEP)
Review and Approval

This memorandum provides amplification to the policy for DON Systems Engineering Plan (SEP) Review and Approval. ASN(RD&A) Revised Policy for DON Systems Engineering Plan (SEP) Review and Approval dated April 27, 2006 delegated MDA responsibility as SEP approval authority to ASN(RD&A) CHSENG for ACAT IC, IAC, II and Special Interest Programs. SEP component approval authority was also delegated to ASN(RD&A) CHSENG of ACAT ID and IAM programs for submission to USD(AT&L) and ASD(NII) DoD CIO. Attached is an updated Naval SEP approval matrix and Naval SEP coordination pages.

As indicated in DON Research and Development, Acquisition, Associated Life-Cycle Management, and Logistics Responsibilities and Accountability, SECNAV SNI 5400.15C, SYSCOMs have the responsibility for overseeing core processes which include Systems Engineering, T&E, Configuration Management and Technology Development and Readiness Assessments. Accordingly, it is my expectation that the SYSCOM Chief Engineers, working with Program Offices, will oversee the development of SEPs, and support the SEP review and approval process to ensure quality, completeness, and an acceptable level of risk. ASN(RD&A) CHSENG remains the DON SEP Approval Authority as discussed above.

Programs will continue to develop a SEP for review and approval for each milestone review to recognize that Systems Engineering practices are integral in the execution of our acquisition programs. Although there is no prescribed format for SEPs within the Defense Acquisition Guidebook, the OSD SEP Preparation Guide, provides a recommended format and content. Navy and Marine Corps programs are encouraged to use the SEP Milestone templates as provided by OSD, for SEPs prepared in support of milestone events and for SEP updates.

Delores M. Etter

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Distribution:

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cc:

ASN (RD&A)

ASN (RD&A) CHSENG

Enclosure 1:
SEP APPROVAL MATRIX

Acquisition Category	Submitted By		Concurrence		Designated SEP Approval Authority	Designated Component Approval	MDA Approval
ACAT ID	Lead /Chief Engineer	Program Manager	SYSCOM Chief Engineer	PEO		ASN(RD&A) CHSENG	USD(AT&L)
ACAT IAM	Lead /Chief Engineer	Program Manager	SYSCOM Chief Engineer	PEO		ASN(RD&A) CHSENG	ASD(NII)/ DoD CIO
ACAT IC	Lead /Chief Engineer	Program Manager	SYSCOM Chief Engineer	PEO	ASN(RD&A) CHSENG		SECNAV or ASN(RD&A)
ACAT IAC	Lead /Chief Engineer	Program Manager	SYSCOM Chief Engineer	PEO	ASN(RD&A) CHSENG		ASN(RD&A)
ACAT II	Lead /Chief Engineer	Program Manager	SYSCOM Chief Engineer	PEO	ASN(RD&A) CHSENG		ASN(RD&A)
ACAT III	Lead /Chief Engineer	Program Manager	SYSCOM Chief Engineer		MDA		PEO or DRPM or SYSCOM
ACAT IVT	Lead /Chief Engineer	Program Manager	SYSCOM Chief Engineer		MDA		PEO or DRPM or SYSCOM
ACAT IVM	Lead /Chief Engineer	Program Manager	SYSCOM Chief Engineer		MDA		PEO or DRPM or SYSCOM
SPECIAL INTERSEST	Lead /Chief Engineer	Program Manager	SYSCOM Chief Engineer	PEO	ASN(RD&A) CHSENG		ASN(RD&A)

PROGRAM NAME - ACAT LEVEL

SYSTEMS ENGINEERING PLAN

VERSION ____

SUPPORTING MILESTONE

MONTH DAY, YEAR

SUBMITTED BY

Name
Lead / Chief Engineer

Date

Name
Program Manager

Date

CONCURRENCE

Name
SYSCOM Chief Engineer

Date

Name
Program Executive Officer or
Equivalent

Date

COMPONENT APPROVAL

Name
ASN (RD&A) Chief Systems
Engineer

Date

ENCLOSURE 2: ACAT 1D & 1AM COORDINATION PAGE
PROGRAM NAME - ACAT LEVEL

SYSTEMS ENGINEERING PLAN

VERSION ____

SUPPORTING MILESTONE

MONTH DAY, YEAR

SUBMITTED BY

Name
Lead / Chief Engineer

Date

Name
Program Manager

Date

CONCURRENCE

Name
SYSCOM Chief Engineer

Date

Name
Program Executive Officer or
Equivalent

Date

APPROVAL

Name
ASN (RD&A) Chief Systems
Engineer

Date

**ENCLOSURE 2: ACAT 1C, 1AC, II, & SPECIAL INTEREST
COORDINATION PAGE**

PROGRAM NAME - ACAT LEVEL

SYSTEMS ENGINEERING PLAN

VERSION ____

SUPPORTING MILESTONE

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SUBMITTED BY

Name
Lead / Chief Engineer

Date

Name
Program Manager

Date

CONCURRENCE

Name
SYSCOM Chief Engineer

Date

APPROVAL

Name
MDA

Date

ENCLOSURE 2: ACAT III & IV COORDINATION PAGE